



**PROCEDURE TO OBTAIN AN ALCOHOLIC BEVERAGE PERMIT
CITY OF LAFAYETTE**

Dear Applicant:

Lafayette Consolidated Government is pleased to have this opportunity to serve you. In order for us to issue your alcohol beverage permit quickly and efficiently, the following are several requirements that must be met.

Chapter 6 of the Code of Ordinances requires any person that sells, manufactures, or allows the consumption of alcohol in their place of business shall obtain a local and state alcoholic beverage permit. The alcohol code is available upon request.

To obtain a local alcohol beverage permit, you must submit the following paperwork:

- _____ Notarized application form.
- _____ Completed 'Table A' forms on all owners, partners, stockholders, financial backers and managers
NOTE: If the owner(s) of an establishment is not present on the property at all times, a designated manager must be present and a 'Table A' form on file.
- _____ Lease Agreement or Bill of Sale **Note: Lease Agreement or Bill of Sale must be in the same name as the applicant on the application.**
- _____ Articles of Incorporation or Organization including Initial Report, or Partnership Agreement, if applicable
- _____ Certificate of Occupancy from the Department of Zoning located at 220 W. Willow, Bldg. B. (337) 291-8442.
Please indicate that you will sell and/or have consumption of alcohol to ensure the location is properly zoned.
- _____ Board of Health Permit from the State Health Department located at 220 W. Willow, Bldg. A. (337) 262-5616.
- _____ Submit all documents to the Office of Alcohol and Noise Control (2100 Jefferson St, Suite 102-A)
- _____ Local "bar cards" applied for by anyone who will sell serve or dispense alcohol including owners & managers

After all documents are received, the Alcohol and Noise Control Manager will do the following:

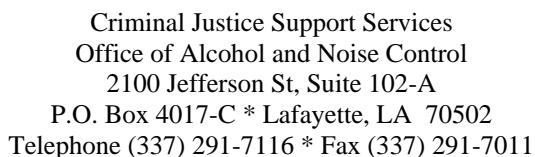
1. Measure the distance of said establishment from the nearest church and school
2. Obtain a criminal history report on all owners, partners, stockholders, financial backers and designated managers
3. Verify Lease Agreement or Bill of Sale

If approved, the applicant will be notified to pick up the permit and submit payment in the form of **money order, cashier's check, or certified check** made payable to LAFAYETTE CONSOLIDATED GOVERNMENT. **PAYMENT IS NON-REFUNDABLE!!** After 35 days, an incomplete application will be void.

NOTE: The above procedure is to apply for a local permit only. A state permit must also be applied for at 825 Kaliste Saloom Rd., Brandywine Bldg. 3, 1st floor. The office hours are from 8:00 am—12:00 noon and from 1:00pm—4:00pm on Tuesdays only. If you have any questions, you can contact the local state agent at (337) 262-5395.

If you have any questions concerning this procedure, please do not hesitate to call.





Permit Fee: \$

Class of Permit (Mark only one) <input type="checkbox"/> Class A - On premises consumption <input type="checkbox"/> Class B - Off premises consumption (Package only) <input type="checkbox"/> Wholesale	Type of Alcoholic Beverage To Sell (Mark only one) <input type="checkbox"/> Beer Only <input type="checkbox"/> Beer, Wine, Liquor	Permit Fee Class A (Beer Only).....\$ 75.00 Class B (Beer Only).....\$ 60.00 Wholesale (Beer Only).....\$100.00 <hr/> Class A (Beer, Wine, Liquor).....\$575.00 Class B (Beer, Wine, Liquor).....\$560.00 Wholesale (Beer, Wine, Liquor)...\$600.00 <i>Permit fees are pro rated after July 1st.</i>
1. Trade name of business & business phone number ()	2. Applicant's name (name of individual, partnership, corporation, LLC)	
3. Physical address (street/zip)	4. Mailing address (P.O. Box/street/city/state/zip)	
5. Type of Ownership <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Requires written agreement) (Requires certificate) (Requires certificate)		
6. Is applicant the owner of the premises to be occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", you must provide a copy of the written bill or act of sale with this application. If "No", you must provide a copy of the written lease. Lessor's Name and address:		
7. List the legal name, title and percentage of ownership of each person for this business. (Note: A "Table A" form must be completed and attached to this application for <u>EACH</u> manager, owner, partner, officer, director, financial backer, and any stockholder owning more than 5 percent of the stock.) Attach additional sheet, if necessary.		
Full Legal Name	Title (Stockholder/director/officer)	% of Ownership

Notice: Once this office has accepted this form and fees, no refunds will be made. Payment of fees must be made in the form of a money order, cashier's check, or certified check. ***Make payments to: Lafayette Consolidated Government.*** All Permits Expire December 31.

This affidavit must be signed by the owner, if individual ownership; partner, if partnership; or authorized official, if corporation or LLC. Misstatement or suppression of material facts in this application is grounds for denial of this permit. Conviction of filing false public records, a violation of Louisiana Revised Statute 14:133, may result in imprisonment for not more than five years with or without hard labor and fines of not more than \$5,000 (five thousand dollars), or both.

Affidavit

I swear that I have read each of the questions in this application and that the answers I have given are true and correct to the best of my knowledge and that I meet the qualifications and conditions of Louisiana R.S. 26:80 and 26:280.

Signature _____ Title _____

Printed Name _____

Sworn to and subscribed before me this _____ day of _____ 20 _____

Notary Public's Signature _____ Print name of Notary Public _____



Criminal Justice Support Services
Office of Alcohol & Noise Control
2100 Jefferson St, Suite 102-A
P.O. Box 4017-C * Lafayette, LA 70502
Telephone (337) 291-7116 * Fax (337) 291-7011

FOR OFFICE USE ONLY

Approved

Denied

TABLE A

A "Table A" must be executed by EACH owner, manager, partner, officer, financial backer, and every stockholder owning more than 5 percent of the capital stock.

1. Full legal name of person to be certified			2. Residence address (street/city/state/zip)	
3. Race	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Age	6. Date of birth Mo. Day. Yr.	7. Place of birth (city/state)
8. Social Security #		9. Driver's license # & state		10. Naturalization # (if applicable)
11. Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Are you a citizen of Louisiana? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Daytime phone # ()
14. Have you continuously resided in Louisiana for the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
15. Full legal name and Social Security # of your spouse:				
16. Have you or your spouse ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No				
17. Have you or your spouse ever been convicted of violating any liquor or beer regulatory statute or rule? <input type="checkbox"/> Yes <input type="checkbox"/> No				
18. Have you or your spouse ever been convicted of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of a juvenile, keeping a disorderly place, or dealing in narcotics? <input type="checkbox"/> Yes <input type="checkbox"/> No				
19. If the response to questions 16, 17, or 18 is "Yes", state the offense, date, location, and disposition. A copy of the pardon or restoration of rights must be attached also.				
20. Have you or your spouse had a license or permit to sell or deal in alcoholic beverages revoked within the last two years prior to filing this table? <input type="checkbox"/> Yes <input type="checkbox"/> No				
21. Trade name of all businesses & addresses you are filing this table for:				

This acknowledgement must be signed to be valid. Misstatement or omission of material facts in this "Table A" shall constitute a false statement or representation under Louisiana Revised Statute 14:133 and is grounds for denial of this filing. Conviction of filing false public records, a violation of Louisiana Revised Statute 14:133, may result in imprisonment for not more than five years with or without hard labor and fines of not more than \$5,000 (five thousand dollars), or both.

Acknowledgement

I have read and verified each of the above questions and answers.

Signature _____ Title _____

Print your name _____

On this _____ day of _____, 20 _____